



UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5264, FAX: (613) 688-3055

Current Status: **PUBLISHED**

Location: OTTAWA, CANADA

INVESTIGATIVE ASSISTANT/SECRETARY

VACANCY NUMBER: 06-40R

Today is Thursday, September 14, 2006

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs) and U.S. Citizens only

POSITION: Investigative Assistant/Secretary **Grade:** FS-7; FSN-7*

OPENING DATE: Thursday, September 14, 2006

CLOSING DATE: Thursday, September 21, 2006

WORK HOURS: Full Time: 40 hours per week

SALARY: *Not Ordinarily Resident: FS-7 U.S. \$31,526
*Ordinarily Resident: FSN-7 C \$42,515

LENGTH OF HIRE: U.S. Citizen: two-year appointment.
EFM: indefinite appointment.

NOTE: **U.S. Citizen Eligible Family Members (Appointment Eligible Family Members (AEFMs)), Eligible Family Members (EFMs) of U.S Government employees assigned to the Mission under the Chief of Mission authority, and resident U.S Citizens, as defined on page 3, are eligible for consideration for this position. An AEFM or EFM must be arriving in country within 60 days to be eligible for consideration.**

All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U. S. Embassy in OTTAWA is seeking a Resident U.S. Citizen for employment in CANADA for the position of Investigative Assistant/Secretary in the Immigration Customs and Enforcement Office.

BASIC FUNCTION OF POSITION

The incumbent of this position manages, coordinates and performs a variety of administrative, investigative and budgetary services; in addition to providing resources management advise and assistance to the ICE Attache and other staff members assigned to the ICE Attache Canada. The incumbent will support and advise the ICE

Attache Ottawa on budgetary issues, procurement, contracting, general administrative and general backup investigative assistant duties. These duties include work on cases involving a variety of or a specific investigative support function. Performs database queries, document cases, and research information.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of high school is required. Two years of college education is required.

2. Experience: Three years of work experience performing administrative and clerical work, with budgeting and accounting duties required.

3. Language: Level 4 speaking/reading/writing English and Level 1 speaking /reading/writing French is required.

4. Knowledge: Knowledge of basic office administration, accounting and budgeting is required.

5. Skills and Abilities: Completion of courses in MS Word, Excel and Powerpoint required. Must possess good organizational and interpersonal skills. Must be able to obtain a Top Security clearance.

6. Interpersonal Skills: Must be able to perform work independently and discretely.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are hired at the first step.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently-employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

Candidates must be able to obtain and hold a Top Secret security clearance for this position.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171); or
2. A current resume or curriculum vitae may be accompanied by an (OF-612); plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their applications.

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION Human Resources Office

TO: American Embassy
P. O. Box: 866
Station: B
Ottawa ON K1P 5T1

POINT OF CONTACT: Human Resources Office
Phone: (613) 688-5264

DEFINITIONS

Eligible Family Members (EFM): Family Members who meet the criteria of 6 FAM 111.3 and who are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.

U.S. Citizen Eligible Family Members (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child as referred to in 6 FAM 111.3-1 paragraph (1) and who is at least age 18;
- Listed on travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.
- Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A person who: 1) has accompanied, but is NOT on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the employee.

***Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

Not-ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMS of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: THURSDAY, SEPTEMBER 21, 2006

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion,

sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPROVAL INFORMATION

Vacancy Number: 06-40R

Position Number: 98-0001

Post: OTTAWA

Date: September 14, 2006

Title: Investigative Assistant/Secretary

Prepared by:MutesiG

Clearance 1: Thomas Rowe, ICE Attache

Signatures: _____ Date: _____

Clearance 2: Sultana Varvarousis, Deputy Human Resources Officer

Signatures: _____ Date: _____

Vacancy Remarks (if any):

(Note: Vacancy Remarks will not be published on the announcement)

Close